

DEPUTY COURT ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Deputy Court Administrator position exists is to assume responsibility for the planning, implementing, evaluating, and improvement of the Courtroom Services, Case Management, Administration, and Public Service divisions of the Scottsdale City Court. Performs a variety of complex tasks related to court administration to include court services, case flow and records management, staffing and facilities. Will provide responsible administrative support to the Court Administrator in areas such as policy implementation, regulatory compliance, budget administration and procurement. Receives general direction from the Court Administrator. Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

ESSENTIAL FUNCTIONS

Plans, organizes and manages the activities of assigned divisions in the City Court which may include the preparation of written reports and presentations, compiling and preparing statistical reports for judicial and administrative review, researching and interpreting laws as they apply to court operations, and analyzing policy directives from the Arizona Supreme Court.

Recommends and assists in the implementation of department goals, objectives and strategic plan. Establishes schedules and work procedures for division personnel. Selects, evaluates, observes and supervises the work of supervisors and paraprofessional staff while supporting teamwork and assisting personnel to accomplish goals that meet organizational objectives.

Responds to customer needs and complaints while providing information on policies and procedures to ensure the best customer service. Responds to the media providing information on inquiries as required.

Reviews procedures and implements operational changes as required in the areas of employee safety, automation, case flow and facilities planning.

Responsible as a contract administrator to monitor compliance and service goals with multiple outside agencies.

Act as a liaison to other city departments with regards to court processes and procedures.

Represent the Court on external committees and boards to gather and provide input for court related matters.

Act as project manager for technical, procedural and facilities projects; participate in RFP development.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of public administration
Policies and practices of the judicial system and/or municipal court systems
Laws and ordinances relating to Municipal Court accounting
City, state, and federal laws and legal terminology; and
· jury and facilities management, including courtroom security.

Ability to:

Analyze, develop, and implement policy and procedural improvements with the City Court
Analyze procedures and determine impact of proposed changes to improve Court operations
Assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time
Logically analyze complex work flow and resource allocations problems and develop satisfactory solutions
Establish and maintain effective relationships with other City departments, subordinate personnel, public officials, and the general public.

Education & Experience

Requires four years of increasingly responsible court administration or supervisory experience in a court environment. Possession of a Bachelors Degree in criminal justice, public administration, business administration, Graduate Fellow of the Institute for Court Management, or degree in a related field is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified